IT Unit 3

Topic 2

# Ch 3, Data Analytics: Drawing Conclusions, Part 2

**Project Management,**  p 134- 144

1. What is project management?

* Project management is the process of planning, organising and monitoring a project in order for it to be completed on time and within a certain budget.

1. What is the role of a Gantt chart?

* It’s a project management tool that represents tasks as bars on a timeline, manage resources and are modified over time to monitor project progress.

Key Concepts, p 135

1. What is a milestone?

* A milestone represents the achievement of a significant stage in a project and has zero-time duration.

1. What is its purpose?

* Is to show that the project is running on time and you have completed a significant stage of the project.

1. Explain the nature of dependencies.

* It means certain tasks are dependent on ones before them, meaning they can’t be completed before other tasks have been finished.

Processes

1. Outline the nature of the following processes in project management:
   1. Task identification

* Involves looking over each individual task in the project and defining what it is and where to place it on the Gantt chart.
  1. Sequencing
     1. What is a predecessor and a successor?
* Predecessors- Are tasks that must be completed before another task can begin.
* Successors- Are the dependent tasks, so if a predecessor runs late all of the successors will be delayed.
  + 1. What is slack time?
* The length of time a task can run overtime before it affects other tasks, that is deemed slack time.
  1. Time allocation resources
     1. What is a project’s critical path?
* The critical path is the longest duration but minimum possible time for all of the project’s tasks to be completed, it contains no slack time and no tasks can have its duration changed without affecting the end date of the project.

**Documentation using Gantt charts, p 138**

1. What is a contingency?

* A contingency is an unforeseen event, incident or emergency.